



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3/28/1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. PHS-4		Date Received 4/1/74	Application No. 74-106
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Parks and Historic Sites Division, Parks operation sect. 270 Washington Street S.W. Atlanta, Georgia 30334		4. Person to Contact Mr. Jeff Naugle	
		5. Working Title Director, Parks op.	6. Tel. No. 656-2770

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series	9. Exact Series Title STATE PARKS SUPERINTENDENTS' OPERATION FILES (Agency Common Standard)
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10. What is the function of the office in which this record series is created?
Superintendents operate and maintain a State park. This involves: Maintenance and repair of buildings and equipment, and the upkeep of grounds and other facilities and expanding park facilities; provide information to the public concerning the services furnished by the park; resolve difficulties and perform general public relations work; patrol park areas to see that visitors are complying with park rules, that picnic tables and grills are in good repair, and that wood for fires has been cut; collect fees for the use of park facilities; may supervise the operation of a concession; maintain necessary records and reports; and assure that all necessary repairs and purchases are made.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the operation and maintenance of a State park.

Included are: records in this series are copies of documents retained by State park superintendents for reference purposes. The record copy of this record series is retained by the general office of the Department of Natural Resources. See attached sheet for records included under and excluded from this series.

File is arranged: chronologically by fiscal year; thereunder alphabetically by subject.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	200	300		40	60		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series?
(Record copy is retained in general office of the Department) [] [X]
- 14. Is there a duplication of this series in another office or agency? [] [X]
- 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
- 16. Does the series contain classified information requiring security handling? [] [X]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
- 18. Could the function be performed if the files were lost or destroyed? [X] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
- 20. Does the record series provide data as input to an EDP file? [] [X]
- 21. Does the record series contain documentation produced as EDP printout? [] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/ 2 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

Records in this series have a diminishing and minimal reference value 2 years after cut off. The record copy of documents in this series have equal or longer retention standards and are retained in the general office of the Department.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John Dean</i>	Date <i>3/28/74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>Hamilton</i>	<i>3-28-74</i>
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Ayer</i>	<i>4-4-74</i>
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll West</i>	<i>4-3-74</i>
	Attorney General/Designee [X] Approved [] Disapproved	<i>1918 Sheel</i>	<i>4-4-74</i>

STATE RECORDS COMMITTEE



Joe D. Tanner
COMMISSIONER

James H. Pittman
DIRECTOR

Department of Natural Resources

OFFICE OF ADMINISTRATIVE SERVICES
270 WASHINGTON ST., S.W.
ATLANTA, GEORGIA 30334
(404) 656-2795

STATE PARKS SUPERINTENDENTS' OPERATION FILE

Included are the following documents:

- A. Finance and Fiscal file: telephone report; reimbursement to operating fund; local purchases of gas, oil, and diesel fuel; request for supplies and equipment; department payroll time sheet; truck gasoline record; weekly report; physical inventory sheet; uniform clothing requisition; weekly attendance report; prior approval; transfer of property for inventory records; travel expense statement; traffic counter reading report; gasoline storage tank report; gasoline billing to other agencies; ticket record; project authorization; boat dock permit; field purchase order; State of Georgia purchase order; visitor registration receipt; concession agreement; hunting and fishing license receipt; and related documents.
- B. Office Service and Supply file: inventory adjustment document; custody receipt document; transfer shipping document; report of lost, damaged, destroyed, or stolen property; rental equipment log; contract shipping order; and related documents.
- C. Office Personnel file: personnel action request; personnel services schedule; job description; operator's report of motor vehicle accident; employee's first report of injury; supervisor's accident investigation report; leave request; and related documents.
- D. Office General Management file: correspondence; memorandums; directives; and other communications between a park and the general office or public; records management documents; visit memorandums; group camping contracts; building contracts; water sample reports; pioneer camping permits; and related documents.

Excluded from the disposition standard for the State Parks Superintendents' Operation File are the following documents: factory warranties, dealer guaranties, and instruction manuals for park equipment; maps and property boundry platts; As-built drawings if utility placements; park brochures and other literature available for distribution to the public; departmental publications and newsletters; blank accounting and administrative forms.